



CITY OF HOUSTON

Job Posting

DJB

Applications accepted from: ALL PERSONS INTERESTED

Job Classification Senior Planner

Posting Number 105343

Department PARKS AND RECREATION

Division FACILITIES DEVELOPMENT & MAINTENANCE

Section OFFICE OF THE DEPUTY DIRECTOR

Reporting Location 2999 SOUTH WAYSIDE

Workdays & Hours M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Prepares technical presentations for the Parks and Recreation Department by collecting and compiling statistical and graphical information from a broad and varied database. Provides park related information to the general public by researching and responding to citizen inquiries verbally and in writing. Updates Park Master Plan database. Develops and implements special projects as assigned. Provides information assistance and consultation to professional organizations, developers, the business community and the general public. Coordinates and conducts technical reviews. Monitors and makes recommendations on various projects and programs conducted by external departments, agencies and organizations.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Master's degree in Urban Planning, Architecture, Civil Engineering or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of progressively responsible planning experience are required.

MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with experience in urban planning, statistical analysis, and Park Master Plan preparation. Experience and/or knowledge in the principles and practice in Real Estate will be helpful.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 20
\$1,151 - \$1,574 Biweekly \$29,926 - \$40,924 Annually

OPENING DATE

CLOSING DATE

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Devise for the Deaf) is (713) 837-9496.

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